United Nations ST/IC/2015/18

Secretariat

2 September 2015

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to Headquarters during the visit of Pope Francis, the United Nations summit for the adoption of the post-2015 development agenda, the Global Leaders' Meeting on Gender, Equality and Women's Empowerment, the commemoration of the International Day for the Total Elimination of Nuclear Weapons, the general debate of the seventieth session of the General Assembly and the treaty events**

I. Introduction

1. The general debate of the seventieth session will be held from Monday, 28 September, to Tuesday, 6 October 2015, and the United Nations summit for the adoption of the post-2015 development agenda will be held from Friday, 25 September, to Sunday, 27 September 2015.

2. In addition to the convening of the summit and the general debate, a plenary meeting to hear an address by Pope Francis will be held on the morning of Friday, 25 September, a high-level meeting on gender organized by the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women) will be held on Sunday, 27 September, and a meeting to commemorate the International Day for the Total Elimination of Nuclear Weapons will be held on Wednesday, 30 September.

3. The plenary meetings of the United Nations summit for the adoption of the post-2015 development agenda and the general debate, as well as the plenary meeting to hear the address by Pope Francis, will be held in the General Assembly Hall. The UN-Women high-level meeting will be held in Conference Room 4.

4. The treaty events will be held at the delegates entrance from 28 September to 1 October.

* Expiration date of the present information circular: 6 October 2015.

15-14872 (E) 080915

Please recycle

II. Admission to the Headquarters premises

5. The United Nations will be closed to the public from 5.30 p.m. on Tuesday, 22 September, until close of business on Tuesday, 6 October 2015. During that period, guided tours will be suspended. While the premises are closed to the public, staff members are requested to schedule appointments with visitors and guests at locations away from the Headquarters site. The premises will reopen to the public on Wednesday, 7 October 2015, when guided tours will resume a regular schedule.

6. During the same period, individuals holding retiree passes, temporary (non-photo) passes, recreational club passes or courtesy passes (with the exception of Protocol courtesy passes and gold courtesy passes) will not be admitted to the Headquarters premises. This should be taken into account when scheduling all appointments and meetings during the period indicated.

7. Staff members, affiliates and accredited media representatives who are entitled to access the Headquarters premises will be admitted only upon the presentation of a valid United Nations grounds pass or laissez-passer.

8. In view of the need for heightened security measures, all are kindly reminded that the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993, on the wearing of grounds passes, that is, worn prominently on the outer clothing of the holder and subject to verification by security officers, will be strictly enforced.

9. In the interest of ensuring the safety of all concerned, it is important to maintain the integrity of the grounds passes because of the access that they allow to their bearers. All authorized pass holders are therefore reminded that their grounds passes are solely for the use of the bearer to whom it is issued and that it cannot be transferred or given to any other person to use. Grounds passes found to be used in any other manner than for which it was intended will be confiscated by security personnel.

10. It is the responsibility of staff members to ensure that their grounds passes are valid. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, with its main office located on the ground floor of the FF Building (320 East 45th Street), upon the presentation of an application signed by an authorized signatory from the staff member's executive office or administrative unit.

11. Staff members who arrive without their grounds passes will be directed to the information and reception desk, which during the high-level period is temporarily relocated to the lobby of the UNITAR Building, to obtain a day pass upon the verification of the staff member's identity. The entrance of the UNITAR Building is located on 45th Street between First and Second Avenues, with opening hours from 9 a.m. to 5.30 p.m.

12. Please be aware that packages brought on to the premises at all entry points will undergo a security inspection. Staff members and other United Nations-accredited personnel are therefore discouraged from bringing unnecessary packages on to the premises during this period.

III. Admission of non-United Nations personnel

13. Visitors and guests are restricted from entering the Headquarters premises during the period of the general debate, but are welcome back on 7 October.

14. Outside messengers and family members will not be granted access to the Headquarters premises. This should be taken into account during the period indicated.

IV. Closure of First Avenue and pedestrian crossing points

15. Owing to heightened security measures throughout New York City and at Headquarters, it is anticipated that from Friday, 25 September, until Friday, 2 October, the area in front of the United Nations along First Avenue from 42nd Street to 48th Street will be closed to all vehicular traffic, with the exception of escorted motorcades. As conditions permit, this restriction may be eased by the host country law enforcement authorities.

16. Pedestrian traffic/crossing points at 42nd, 46th or 49th Street will be accessible upon the presentation of valid United Nations grounds passes, and will be briefly suspended at various times throughout the day owing to the arrival and departure of motorcades. Therefore, all are kindly requested to allow for extra time when walking to the Headquarters premises.

V. Access at the 42nd, 45th, 46th and 47th Street entrances

17. Staff members, including those holding only the United Nations laissez-passer, affiliates and resident correspondents with authorized access to the Headquarters premises and who have business in the Secretariat Building or who are utilizing areas outside the restricted zone, namely, the cafeteria establishments and the Library, should continue to use the 42nd Street staff entrance.

18. Interns required for essential work during the period of heightened security who are not part of the general debate should also use the 42nd Street staff entrance.

19. Senior United Nations officials bearing a gold-coloured grounds pass who will enter at the 46th Street entrance are requested to utilize the crossing point at 46th Street.

20. Staff members, affiliates and representatives of non-governmental organizations who possess a valid United Nations grounds pass, along with the relevant secondary special event pass issued by the sponsor of the event or the non-governmental organization liaison office, will be subject to screening before accessing the General Assembly Building and will be required to utilize the entrance at 46th Street.

21. If difficulties are encountered in gaining access through any of the crossing points staffed by the host country authorities and leading to the Headquarters premises, or any of the annex buildings that fall within the cordoned-off areas, assistance should be sought from the United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Information and

Reception Unit help desk, which will be temporarily relocated to the lobby of the UNITAR Building.

22. The 47th Street entrance will be utilized by media as well as resident correspondents with equipment.

23. The opening hours of the pedestrian entrances will be as follows:

42nd Street and First Avenue: 24 hours a day, 7 days a week

46th Street and First Avenue: 7 a.m. to close of business
(on 25 September, the entrance will open at 6 a.m.)

47th Street and First Avenue: 7 a.m. to close of business

24. The delegates entrance on 45th Street will be open only for egress of escorted motorcades.

VI. Access to restricted areas

25. During the high-level period, from 25 September to 6 October 2015, access to restricted areas is given only to those bearing United Nations grounds passes and the appropriate secondary access passes and/or special event passes.

26. The bilateral meeting areas are located in the General Assembly lobby and the third balcony of the General Assembly Building, and the second floor of the North Lawn Building. Those areas will be reserved for members of delegations and staff conducting official business and will require secondary passes for access. Access is given 15 minutes before any scheduled bilateral meeting.

27. To facilitate access to room GA-200, a secondary access pass is issued through the Protocol and Liaison Service to those individuals whose duties or functions require their presence there. Only those individuals who are properly identified and have a legitimate purpose for entering room GA-200 will be allowed access by security officers.

VII. Access for members of the media

28. Members of the media and resident correspondents with equipment must use the 47th Street entrance and present a valid United Nations grounds pass, or other proper documentation for accreditation, and are required to proceed through screening before access. Persons in need of additional accreditation will be required to proceed to the media accreditation area located adjacent to the screening point.

29. Access will be given to the media centre located in the North Lawn Building. Additional access to the General Assembly and Conference Buildings will require further screening.

30. Members of the media must be escorted by staff of the Media Accreditation and Liaison Unit at all times when accessing the General Assembly and Conference Buildings and the restricted meeting areas of the North Lawn Building.

VIII. Pass and identification offices: FF and UNITAR Buildings

31. In preparation for the seventieth session of the General Assembly, annual and temporary non-governmental organization passes will not be issued from 11 September 2015 until the end of the general debate. Any representatives of non-governmental organizations invited to attend events during the general debate will be issued event-specific passes distributed by the event organizers.

32. Members of the media will be assisted with accreditation following screening at the 47th Street and First Avenue entrance, in the accreditation centre adjacent to the screening.

33. The pass and identification offices, with the main office located on the ground floor of the FF Building (320 East 45th Street), and the satellite office located in the UNITAR Building (First Avenue at 45th Street), will be open to staff members and members of delegations. Given that the FF Building office has an expanded capacity, staff members and delegations are advised to utilize that location.

34. The days and hours of operation of the two pass and identification offices are as follows:

Date	*Hours of operation*
Main pass and identification office, FF Building at 320 East 45th Street	
Wednesday, 16 September	9 a.m. to 6 p.m.
Thursday, 17 September	9 a.m. to 6 p.m.
Friday, 18 September	9 a.m. to 6 p.m.
Saturday, 19 September	9 a.m. to 5 p.m.
Sunday, 20 September	9 a.m. to 5 p.m.
Monday, 21 September	9 a.m. to 6 p.m.
Tuesday, 22 September	9 a.m. to 6 p.m.
Wednesday, 23 September	9 a.m. to 6 p.m.
Main pass and identification office, FF Building at 320 East 45th Street, and satellite pass and identification office, UNITAR Building at the corner of First Avenue and East 45th Street	
Thursday, 24 September	9 a.m. to 7 p.m.
Friday, 25 September	8 a.m. to 6 p.m.
Saturday, 26 September	9 a.m. to 6 p.m.
Sunday, 27 September	9 a.m. to 6 p.m.
Monday, 28 September	7 a.m. to 6 p.m.
Tuesday, 29 September	8 a.m. to 6 p.m.

Date	*Hours of operation*
Main pass and identification office, FF Building at 320 East 45th Street	
Wednesday, 30 September	8 a.m. to 6 p.m.
Thursday, 1 October	8 a.m. to 6 p.m.
Friday, 2 October	8 a.m. to 6 p.m.
Saturday, 3 October	9 a.m. to 4.30 p.m.
Sunday, 4 October	Closed
Monday, 5 October	9 a.m. to 4.30 p.m.
Tuesday, 6 October	9 a.m. to 4.30 p.m.
Wednesday, 7 October	9 a.m. to 4.30 p.m.
Thursday, 8 October	9 a.m. to 4.30 p.m.
Friday, 9 October	9 a.m. to 4.30 p.m.

35. Beginning Wednesday, 30 September 2015, all pass and identification operations will return to the main pass and identification office in the FF Building. From Monday, 12 October 2015, hours of operation will be from 9 a.m. to 4 p.m.

IX. Closure of the United Nations garage

36. For security reasons, the garage will be closed for parking at 8 p.m. on Thursday, 24 September, and all vehicles must be removed at that time to provide access for security screening.

37. The garage will reopen for authorized vehicles at 4 a.m. on Friday, 25 September, utilizing the 48th Street entrance and the 42nd Street exit. The garage access will be open on a 24-hour basis for the duration of the high-level period.

38. Access to and exit from the garage through the 43rd Street entrance is restricted during the high-level period and will be accessible only to those described in paragraph 47 below.

39. The regular traffic pattern will resume on Wednesday, 7 October 2015.

X. Alternative parking while the garage is closed

40. To accommodate staff members who will not have access to the United Nations garage after 8 p.m. on Thursday, 24 September, parking has been allocated on both sides of First Avenue from 50th Street to 57th Street. Properly identified vehicles will be permitted to park at those locations from 8 p.m. on Thursday, 24 September, to 8 a.m. on Friday, 25 September 2015.

41. A special parking decal, which can be obtained from the United Nations Garage Administration, must be displayed on the dashboard of the vehicle and will

be honoured by host country authorities. Parking at bus stops and hydrants and double parking are not permitted.

XI. Garage parking at the United Nations

42. Staff members parking in the United Nations garage are advised that, owing to specific motorcade arrivals into the garage, the entrance to the garage will be closed for designated periods.

43. Parking for staff members will be limited to those who possess a regular parking permit. Permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked within the Headquarters premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of a valid United Nations grounds pass will be required to leave the vehicle at the appropriate checkpoint before the vehicle enters the premises.

44. All vehicles entering the premises will be searched. Please limit vehicle contents in order to facilitate and expedite security clearance.

45. Portable personal carriers and bicycles are not permitted during the high-level period.

46. Owing to the traffic restrictions, staff members are highly encouraged to use public transportation from Friday, 25 September, to Saturday, 3 October.

XII. Access to and traffic in the Secretariat Circle and the 43rd Street gate

47. The very limited operating space of the Secretariat Circle and the delegates roadway areas requires strict controls on access in order to facilitate safety and to avoid undue obstructions and delays of delegation vehicles, other high-level government officials and motorcades.

48. Vehicular access to the premises through the gate at First Avenue and 43rd Street will therefore be restricted to:

(a) Mission vehicles conveying permanent representatives, deputy permanent representatives or heads of delegation for observers to the United Nations, and VIPs from national Governments accredited by the Protocol and Liaison Service;

(b) Mission vehicles with visiting senior officials of national Governments who have made arrangements with the Security Events Planning Unit of the Security and Safety Service;

(c) Motorcades escorted by host country law enforcement;

(d) Other special category vehicles authorized by the Security and Safety Service.

49. Depending on meeting schedules and traffic patterns during the high-level period, authorized vehicles (as described in para. 48 above) may periodically be

restricted from entering the Secretariat Circle from the garage to exit the premises through the 45th or 43rd Street gates.

XIII. Access to the United Nations garage

50. To park in the United Nations garage, passenger vehicles with valid authorization are required to adhere to specific instructions from 6 p.m. to 6 a.m. from Friday, 25 September to Saturday, 3 October, as follows:

(a) **Northbound on First Avenue.** Passenger vehicles travelling northbound on First Avenue to the United Nations garage will be required to utilize the extreme right lane of the underpass between 41st Street and 49th Street. Upon exiting the underpass, staff members will be required to make a U-turn on to First Avenue (counter-flow, which will be coordinated by the New York City Police Department) between 49th and 48th Streets and then make a left turn on to 48th Street for screening at the vehicular checkpoint. Thereafter, vehicles will be allowed to enter the United Nations garage once screened and cleared by security personnel;

(b) **Southbound on FDR Drive.** Passenger vehicles travelling southbound on FDR Drive, upon exiting 49th Street and FDR Drive, will proceed towards First Avenue. At First Avenue, vehicles will be required to make a left turn (counter-flow, which will be coordinated by the New York City Police Department) and follow the extreme left lane of First Avenue to 48th Street. Staff members will then be required to make the left turn on to 48th Street for screening at the vehicular checkpoint. Thereafter, vehicles will be allowed to enter the United Nations garage once screened and cleared by security personnel.

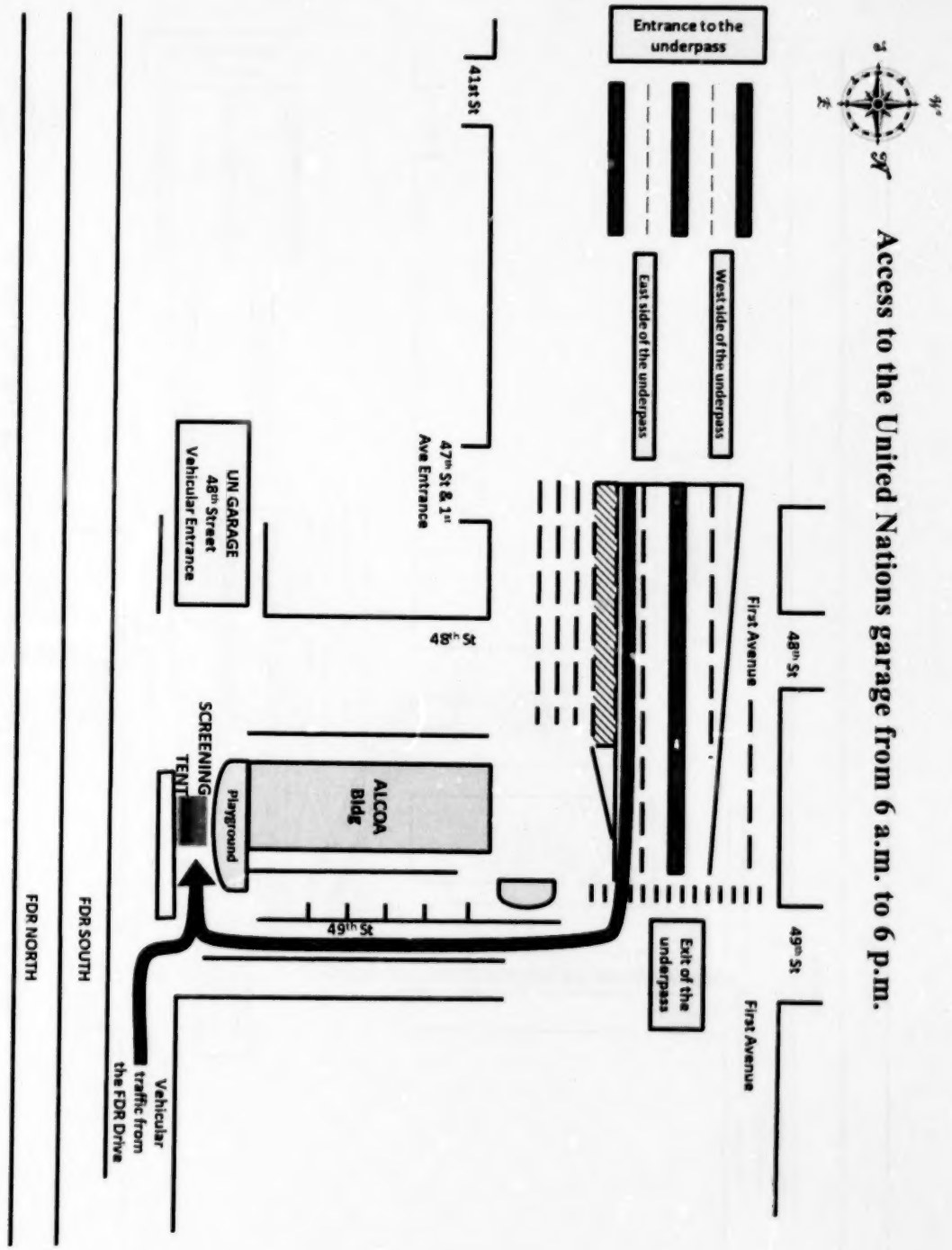
51. Passenger vehicles with valid authorization to park in the United Nations garage from 6 a.m. to 6 p.m. are instructed to proceed to the 49th Street and FDR Drive exit from Friday, 25 September, to Saturday, 3 October, as follows:

(a) **Northbound on First Avenue.** Vehicles travelling northbound on First Avenue to the United Nations garage will be required to utilize the east side of the First Avenue underpass (which begins at 41st Street). Upon exiting the underpass at 49th Street, vehicles will be instructed to turn right at the traffic light and proceed eastbound, travelling counter to the flow on 49th Street in the right-hand lane which will be set off by traffic cones. Thereafter, staff members must follow the traffic around to the vehicular checkpoint located on the inner roadway of the service drive (next to the playground) leading to the 48th Street garage entrance;

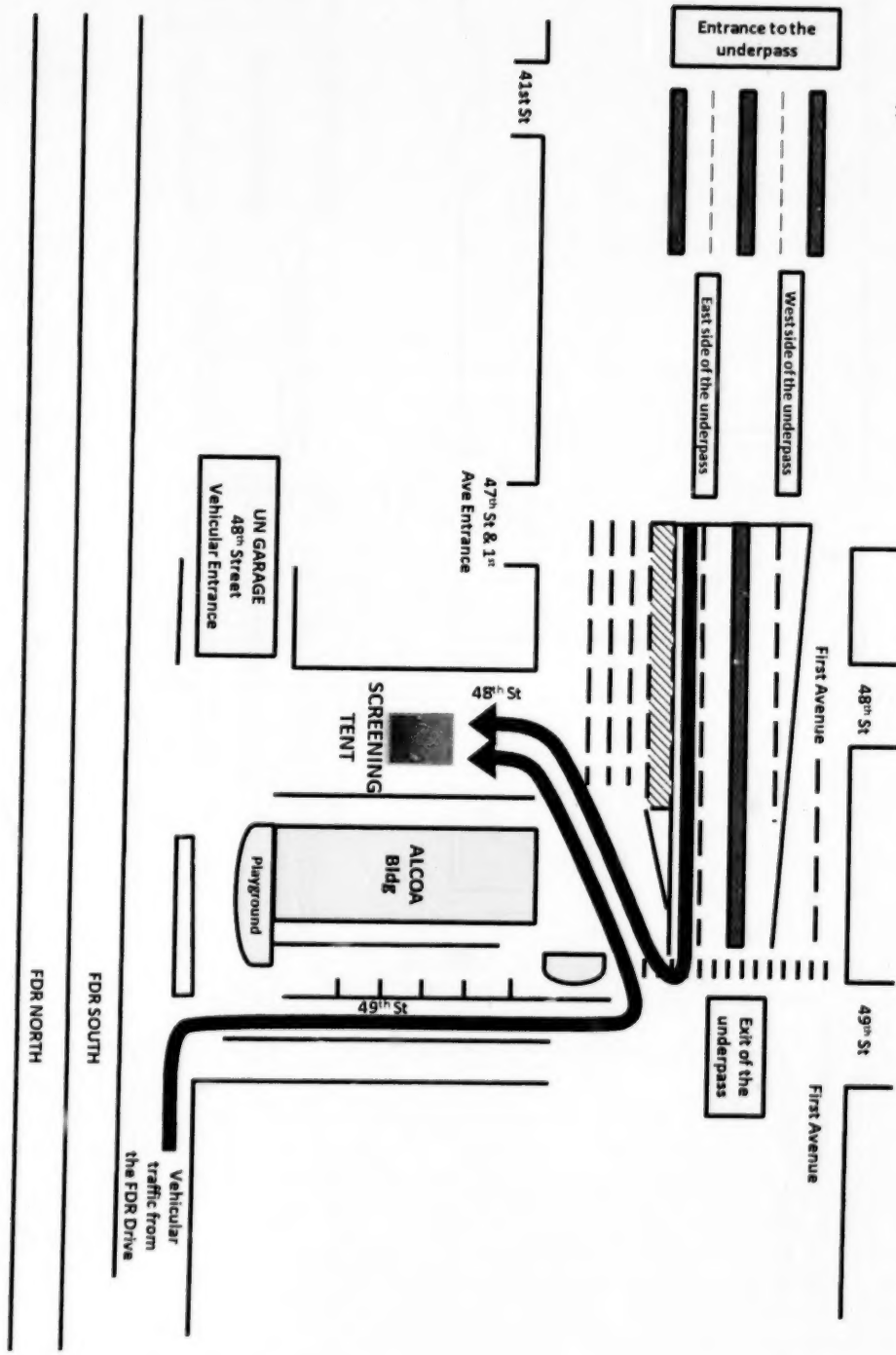
(b) **Southbound on FDR Drive.** Vehicles travelling southbound on FDR Drive, upon exiting at 49th Street, will make a left turn on the inner roadway of the service drive (next to the playground), which will permit them to proceed to the security checkpoint at the garage entrance;

(c) **Vehicles coming from the north (not on FDR Drive) or west side of Manhattan.** Vehicles travelling from the northern part of Manhattan, not on FDR Drive, or vehicles travelling from the west side of Manhattan, will need to access the underpass, which begins at 41st Street and First Avenue. To approach the underpass, vehicles travelling on Second Avenue will be required to turn on to any eastbound street leading to First Avenue (39th Street or any corresponding streets below). Upon exiting the underpass, staff members will be required to follow instructions as indicated in subparagraph (a) above.

Access to the United Nations garage from 6 a.m. to 6 p.m.



Access to the United Nations garage from 6 p.m. to 6 a.m.



XIV. Dining room, other catering facilities and commercial operations

52. The normal hours of operation for the Delegates Dining Room are 11.30 a.m. to 2.30 p.m. Reservations for private dinners or receptions will be accepted only from permanent and observer missions and from United Nations bodies. It should be noted that, during the period from Tuesday, 22 September, to Wednesday, 7 October, no guests will be allowed entry to the United Nations premises for any function without proper accreditation.

53. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the various catering facilities when they are least crowded, that is, before 12.15 p.m. and after 1.45 p.m.

XV. Access protocol for the visit of Pope Francis on 25 September

54. Properly credentialed participants, namely, staff members who bear a special event pass to the staff address by Pope Francis in the Secretariat lobby, will enter the premises at the 42nd Street entrance where they will access the lobby area through the Library Building tunnel. Screening will be conducted before entering the lobby.

55. Staff members who bear a special event pass to one of the viewing areas along Pope Francis' route between the Secretariat lobby and the General Assembly Hall are requested to access the premises through the 46th Street entrance, where they will be screened and further directed to the designated area.

56. All staff members who are participating in the event are required to be in their designated areas not later than 7.30 a.m. To facilitate access, both the 42nd and 46th Street entrances will open at 6 a.m.

57. Staff members who are not in possession of a special event pass and are conducting business as usual will be required to enter through the 42nd Street staff entrance and will be redirected through the Library Building tunnel to the escalator on the 1B level, and further access to the elevators on the second floor to gain access to their offices in the Secretariat and Conference Buildings.

XVI. Access protocol for the summit for the adoption of the post-2015 development agenda, 25-27 September

58. Properly credentialed participants, namely, staff members who bear the appropriate secondary badge for access to the meeting and who enter through the 46th Street entrance for screening, may access their meeting locations as follows:

(a) **General Assembly Hall:** through the elevators in the public lobby of the General Assembly Building, or the elevators in the Conference Building;

(b) **Conference Room 4 on level 1B of the General Assembly Building:** by the visitors' plaza stairs towards the East River, through the Rose Garden, entering the Conference Building for access to Conference Room 4 by the Vienna Café;

alternately, through the General Assembly lobby, downstairs through the level 1B commercial area, to access by the Vienna Café;

(c) **Trusteeship and Economic and Social Council chambers:** by the visitors' plaza stairs towards the East River, through the Rose Garden, entering the Conference Building and accessing the chambers on the third floor, using the elevators or escalators.

XVII. Access protocol for the Global Leaders' Meeting on Gender, Equality and Women's Empowerment: A Commitment to Action, 27 September

59. Properly credentialed participants of the UN-Women high-level meeting, which will be held in Conference Room 4, may access their meeting location by utilizing the 46th Street entrance, and then continuing by the visitors' plaza stairs towards the East River, through the Rose Garden, and entering the Conference Building for access to Conference Room 4 by the Vienna Café; alternately, through the General Assembly lobby, downstairs through the level 1B commercial area, to access by the Vienna Café.

XVIII. Access protocol for the commemoration of the International Day for the Total Elimination of Nuclear Weapons, 30 September

60. The commemoration will be held in Conference Room 1.

61. Properly credentialed participants may access their meeting location by utilizing the 46th Street entrance, and then continuing by the visitors' plaza stairs towards the East River, through the Rose Garden, and entering the Conference Building for access to Conference Room 1; alternately, through the General Assembly lobby, downstairs through the level 1B commercial area.

XIX. Access protocol for the general debate, 28 September to 6 October

62. Properly credentialed participants to the general debate will be required to utilize the 46th Street entrance, and then continue to the General Assembly lobby for access to the balconies through the lobby elevators.

63. Staff members that are credentialed to access the General Assembly Hall from the second floor will be required to utilize the same entrance for access through the Conference Building elevators; alternately, access through the Secretariat Building elevators or escalators.

United Nations ST/IC/2015/18/Corr.1

Secretariat

14 September 2015

Information circular

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to Headquarters during the visit of Pope Francis, the United Nations summit for the adoption of the post-2015 development agenda, the Global Leaders' Meeting on Gender, Equality and Women's Empowerment, the commemoration of the International Day for the Total Elimination of Nuclear Weapons, the general debate of the seventieth session of the General Assembly and the treaty events**

Corrigendum

1. Paragraph 36

For the existing text *substitute*

36. For security reasons, the garage will be closed for parking at 8 p.m. on Wednesday, 23 September, and all vehicles must be removed at that time to provide access for security screening.

2. Paragraph 37

For the existing text *substitute*

37. The garage will reopen for authorized vehicles at 4 a.m. on Thursday, 24 September, utilizing the 48th Street entrance and the 42nd Street exit. The garage access will be open on a 24-hour basis for the duration of the high-level period.

3. Paragraph 40

For the existing text *substitute*

40. To accommodate staff members who will not have access to the United Nations garage after 8 p.m. on Wednesday, 23 September, parking has been allocated on both sides of First Avenue from 50th Street to 57th Street. Properly identified vehicles will be permitted to park at those locations from 8 p.m. on Wednesday, 23 September, to 8 a.m. on Thursday, 24 September 2015.

15-15548 (E) 150915

Please recycle

4. Paragraph 50

For the existing text *substitute*

50. To park in the United Nations garage, passenger vehicles with valid authorization are required to adhere to specific instructions from Wednesday, 23 September, when the traffic counter-flow arrangements begin. Accordingly, passenger vehicles with valid authorization to park in the United Nations garage from 6 a.m. to 6 p.m. are instructed to proceed to the 49th Street and FDR Drive exit from Wednesday, 23 September, to Saturday, 3 October, as follows:

(a) **Northbound on First Avenue.** Vehicles travelling northbound on First Avenue to the United Nations garage will be required to utilize the east side of the First Avenue underpass (which begins at 41st Street). Upon exiting the underpass at 49th Street, vehicles will be instructed to turn right at the traffic light and proceed eastbound, travelling counter to the flow on 49th Street in the right-hand lane which will be set off by traffic cones. Thereafter, staff members must follow the traffic around to the vehicular checkpoint located on the inner roadway of the service drive (next to the playground) leading to the 48th Street garage entrance;

(b) **Southbound on FDR Drive.** Vehicles travelling southbound on FDR Drive, upon exiting at 49th Street, will make a left turn on the inner roadway of the service drive (next to the playground), which will permit them to proceed to the security checkpoint at the garage entrance;

(c) **Vehicles coming from the north (not on FDR Drive) or west side of Manhattan.** Vehicles travelling from the northern part of Manhattan, not on FDR Drive, or vehicles travelling from the west side of Manhattan, will need to access the underpass, which begins at 41st Street and First Avenue. To approach the underpass, vehicles travelling on Second Avenue will be required to turn on to any eastbound street leading to First Avenue (39th Street or any corresponding streets below). Upon exiting the underpass, staff members will be required to follow instructions as indicated in subparagraph (a) above.

5. Paragraph 51

For the existing text *substitute*

51. Passenger vehicles with valid authorization to park in the United Nations garage from 6 p.m. to 6 a.m. from Thursday, 24 September, to Saturday, 3 October, are required to adhere to the following instructions:

(a) **Northbound on First Avenue.** Passenger vehicles travelling northbound on First Avenue to the United Nations garage will be required to utilize the extreme right lane of the underpass between 41st Street and 49th Street. Upon exiting the underpass, staff members will be required to make a U-turn on to First Avenue (counter-flow, which will be coordinated by the New York City Police Department) between 49th and 48th Streets and then make a left turn on to 48th Street for screening at the vehicular checkpoint. Thereafter, vehicles will be allowed to enter the United Nations garage once screened and cleared by security personnel;

(b) **Southbound on FDR Drive.** Passenger vehicles travelling southbound on FDR Drive, upon exiting 49th Street and FDR Drive, will proceed towards First Avenue. At First Avenue, vehicles will be required to make a left turn (counter-flow, which will be coordinated by the New York City Police Department) and follow the

extreme left lane of First Avenue to 48th Street. Staff members will then be required to make the left turn on to 48th Street for screening at the vehicular checkpoint. Thereafter, vehicles will be allowed to enter the United Nations garage once screened and cleared by security personnel.

United Nations ST/IC/2015/19*

Secretariat

2 September 2015

Information circular**

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to United Nations Headquarters during the seventieth session of the General Assembly**

I. Introduction

1. The present circular describes the arrangements that will be in effect at Headquarters for admission to the premises, as well as arrangements with respect to parking, catering facilities and commercial operations, during the seventieth session of the General Assembly. **Please note that specific information concerning the security arrangements for admission to Headquarters during the visit of Pope Francis, the United Nations summit for the adoption of the post-2015 development agenda, the commemoration of the International Day for the Total Elimination of Nuclear Weapons, the Global Leaders' Meeting on Gender Equality and Women's Empowerment: A Commitment to Action, the general debate of the seventieth session of the General Assembly and the treaty events, to be held from 25 September to 6 October, will be released in a separate information circular.**

II. Admission to the Headquarters premises

2. Staff members, affiliates, accredited media representatives, interns and holders of retiree passes, temporary photo and non-photo passes, protocol courtesy passes and gold courtesy passes will be admitted to Headquarters premises only upon the presentation of a valid United Nations grounds pass or laissez-passer.

3. In view of the need for heightened security measures, all are reminded that the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993, on the wearing of grounds passes, i.e., that such passes must be worn prominently on the outer clothing of the holder and that they are subject to verification by security officers, will be strictly enforced.

* Reissued for technical reasons on 16 September 2015.

** Expiration date of the present information circular: 15 September 2016.

15-14873* (E) 160915

Please recycle

4. In the interest of ensuring the safety of all concerned, it is important to maintain the integrity of the grounds pass because of the access it allows to its holder. All authorized pass holders are reminded that their United Nations-issued grounds pass is solely for the use of the holder to whom it was issued and that it cannot be transferred or given to any other person to use. Any United Nations grounds pass found to have been used in any manner other than that for which it was intended will be confiscated by Security.

5. It is the responsibility of staff members to ensure that their grounds passes are valid. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, located on the ground floor of the FF Building (320 East 45th Street), upon the presentation of an application signed by an authorized person from the staff member's executive office/administrative unit.

6. Staff members who arrive without their grounds passes will be directed to the information and reception desk, which is located in the lobby of the General Assembly Building, to obtain a day pass upon the verification of the staff member's identity.

III. Admission of non-United Nations personnel

7. Visitors and guests will not be allowed to enter Headquarters premises during the period of the general debate, but will be welcome back on 7 October.

8. Messengers, visitors and guests, including children over the age of 16, will be required to show a personal identification card with a photograph at the 46th Street entrance, where visitors to the public areas, including those taking a guided tour, will be given a wrist band granting them access to the public areas.

9. Messengers, visitors and guests must be met by a staff member and, for access to restricted areas, must sign in at the information and reception desk in the General Assembly Building lobby to be issued a day pass. Staff members must escort their visitors and guests at all times while they are on United Nations premises. Visitors and guests, including children over the age of 16, are required to submit a personal identification card with a photograph to the security officer stationed at the information and reception desk. In order to avoid any inconvenience, visitors and guests should be informed in advance that photo identification is required.

IV. Access at the 42nd, 45th and 46th Street entrances

10. Staff members, including those holding only the United Nations laissez-passer, members of delegations and affiliates and resident correspondents with authorized access that do not require security screening, will have access to the 42nd Street entrance.

11. Only senior United Nations officials (holders of gold passes), members of delegations and holders of gold courtesy passes or VIP passes from national Governments accredited by Protocol will have access to the 45th Street delegates' entrance.

12. The 46th Street entrance is to be used by all categories of pass holders, as well as by those who require security screening, namely, members of the media, messengers, guests and visitors.

13. The opening hours of the pedestrian entrances are as follows:

(a) 42nd Street and First Avenue: 7 a.m. to 9 p.m. on weekdays only. Pedestrian access to and from the Secretariat and other parts of the premises outside the stated operating hours is through the pedestrian gate at the 43rd Street entrance;

(b) 45th Street and First Avenue: 9 a.m. to 7 p.m. on weekdays;

(c) 46th Street and First Avenue: 6 a.m. to 7 p.m. on weekdays and 10 a.m. to 6 p.m. on weekends.

14. Please be aware that packages brought on to the premises at all entry points are subject to security inspection. Staff members and other United Nations-accredited personnel are therefore discouraged from bringing unnecessary packages on to the premises.

V. Access to restricted areas

15. In accordance with established procedures, the General Assembly Hall and surrounding areas are reserved for members of delegations and United Nations staff conducting official business in those areas.

16. Access to the General Assembly area will be permitted only upon the presentation of the appropriate secondary pass or a special event pass indicating the General Assembly area, together with a United Nations grounds pass. Secondary passes will be issued by the Pass and Identification Unit to the executive offices/administrative units in accordance with the agreed arrangements.

17. Representatives of non-governmental organizations will not have access to the restricted areas, and their access to meetings at Headquarters will be honoured only upon verification of a valid United Nations grounds pass and an appropriate special event pass for the meeting.

VI. Access for members of the media

18. Resident correspondents without equipment will be allowed access at the 42nd and 46th Street entrances with their United Nations-issued grounds passes.

19. Members of the media (both resident correspondents with equipment and non-resident correspondents with or without equipment) who wish to enter the General Assembly Building or the Conference Building must use the 46th Street entrance, present a valid grounds pass and undergo security screening.

20. Unescorted access will be allowed in the Conference Building and the General Assembly Building lobby for members of the media who are not filming.

21. Access to the second floor of the Conference Building is restricted to resident correspondents without equipment.

22. Please note that members of the media must be escorted by staff of the Media Accreditation and Liaison Unit at all times when filming and for access to the General Assembly Hall.

23. Only resident correspondents will be allowed access to the premises after normal business hours and on weekends.

24. Visiting media will be allowed access after normal working hours only if an event or meeting is still in progress.

25. For additional information on media guidelines, please contact the Media and Accreditation Liaison Unit.

VII. Pass and Identification Unit: FF and UNITAR Buildings

26. The main office of the Pass and Identification Unit is located on the ground floor of the FF Building (320 East 45th Street) and the satellite office is located in the UNITAR Building (First Avenue at 45th Street). The offices are open to staff members and members of delegations from 9 a.m. to 4 p.m. on weekdays.

27. As from 30 September, all staff member grounds pass issuances will be processed at the main office in the FF Building.

28. Representatives of non-governmental organizations requesting annual passes will also be assisted at the main office. Temporary non-governmental organization passes will not be issued from 11 September to 6 October.

29. Members of the media will be assisted with accreditation in the UNITAR Building, after which they are requested to proceed to the main office for pass issuance.

30. During the period of the high-level meetings of the General Assembly and the general debate, additional days and hours of operation will be in place, as well as additional accreditation locations for the media. These are detailed in the information circular that describes the security arrangements during that time frame (ST/IC/2015/18).

VIII. Access to vehicular entry points

31. Access to the 43rd Street entrance: the very limited operating space of the Secretariat Circle and delegates' roadway areas requires strict controls on access in order to facilitate safety and avoid undue obstructions and delays of the vehicles of delegations and other high-level government officials, as well as motorcades.

32. Vehicular access at the 43rd Street entrance, which is open 24 hours per day, seven days per week, will continue to be restricted to delegation vehicles when permanent and/or deputy permanent representatives are in the vehicle, in accordance with the established delegation access protocols. All vehicles, except for the escorted motorcades of host country law enforcement personnel, will undergo security screening prior to being admitted on to United Nations premises.

33. Outside the high-level period, staff members may use the 43rd Street entrance between the hours of 7 p.m. and 5 a.m. on weekdays and at any time on weekends.

34. The 48th Street garage entrance is open from 5 a.m. to 7 p.m. on weekdays only. Outside those operating hours, vehicles will enter the garage through the 43rd Street entrance.

35. The 42nd Street garage exit is open from 5 a.m. to 7 p.m. on weekdays only. Outside those operating hours, vehicles will exit the garage through the 43rd Street entrance.

36. All vehicles entering the garage, except for the escorted motorcades of host country law enforcement personnel, will undergo security screening prior to being admitted on to United Nations premises. Staff members are requested to limit the quantity of items carried in their vehicles in order to facilitate and expedite the security clearance process.

37. Bicycles and portable personnel carriers are to be walked in through the 42nd Street garage exit. They are also subject to security screening prior to being allowed on to the premises.

IX. Parking

38. Staff member parking in the garage will be limited to those who possess a regular parking permit. Parking permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked on the Headquarters premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons.

39. Passengers who are not in possession of a valid United Nations grounds pass will be required to depart the vehicle at the appropriate checkpoint prior to the entry of the vehicle on to the premises.

40. Bike racks for the parking of bicycles and portable personnel carriers are available along the service drive in the garage.

X. Dining room, other catering facilities and commercial operations

41. The hours of operation of the various facilities during the seventieth session of the General Assembly will be as follows:

Delegates Dining Room, Conference Building, 4th floor

The executive buffet is open Monday through Friday, 11.30 a.m. to 2.30 p.m.

For reservations, call 917-367-3314 or visit www.ddr-reservations.com.

Please note that children under 10 years of age cannot be accommodated in the Delegates Dining Room and that proper attire is required at all times.

Riverview Cafeteria, Conference Building, 4th floor

Open Monday through Friday, 8 a.m. to 3 p.m.

Breakfast: 8 a.m. to 10.30 a.m./lunch: 11 a.m. to 3 p.m.

Serves breakfast and lunch and a combination of grab-and-go pre-packaged hot and cold food and buffet items; snacks and coffee available at all times

Lobby Café, Secretariat Building, lobby

Open Monday through Friday, 8 a.m. to 5 p.m.

Provides a full-service coffee bar, open for breakfast, lunch and afternoon snacks; offers self-serve and hand-crafted espresso, cappuccino, caffé latte and a selection of pastries

Café de la Paix, Secretariat Building, 1st basement

Open Monday through Friday, 8 a.m. to 4 p.m.

Offers light breakfast and soup, salad bar and sushi and deli stations for lunch

Visitors' Café, Visitors' Concourse, 1st basement

Open Monday through Friday, 8 a.m. to 6 p.m., and Saturday, 10 a.m to 5.30 p.m.

Features an espresso bar and breakfast pastries, light snacks, pre-packaged sandwiches and salads, yoghurt parfaits and other quick-pick items, as well as cold beverages

Vienna Café, General Assembly Building, 1st basement conference area

Open Monday through Friday, 8 a.m. to 6 p.m.

Features an espresso bar and breakfast sandwiches, sweet and savoury crepes, light snacks, pre-packed sandwiches and salads, other quick-pick items and cold beverages

North Delegates Lounge Bar and Food Service, Conference Building, 2nd floor

Open Monday through Wednesday, 10 a.m. to 7 p.m., Thursday, 10 a.m. to 8 p.m. and Friday, 10 a.m. to 10 p.m.

Features an espresso bar and breakfast pastries, light snacks, pre-packaged sandwiches and salads and cold beverages

Gift Centre, Visitors' Concourse, 1st basement

Open Monday through Friday, 9 a.m. to 5.30 p.m.

United Nations Postal Administration stamp counter, Visitors' Concourse, 1st basement

Open Monday through Friday, 9 a.m. to 5.30 p.m.

Bookshop, Visitors' Concourse, 1st basement

Open Monday through Friday, 9 a.m. to 5.30 p.m.

42. Vending machines are available at the following locations:

(a) Visitors' Concourse, 1st basement;

(b) Library Neck, DHL Building;

(c) Conference Building, 1st floor;

(d) North Lawn Building.

United Nations ST/IC/2015/20

Secretariat

11 September 2015

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Membership of the Senior Review Group**

In accordance with section 2 of ST/SGB/2011/8, the Secretary-General has decided that the membership of the Senior Review Group will be as follows:

Chair:

Alicia Bárcena, Executive Secretary of the Economic Commission for Latin America and the Caribbean

Members:

Cristina Gallach, Under-Secretary-General for Communications and Public Information

Rima Khalaf, Executive Secretary of the Economic and Social Commission for Western Asia

Miroslav Jenča, Assistant Secretary-General for Political Affairs

Atul Khare, Under-Secretary-General for Field Support

Leila Zerrougui, Special Representative of the Secretary-General for Children and Armed Conflict

Yukio Takasu, Under-Secretary-General for Management

Farid Zarif, Special Representative of the Secretary-General and Head of the United Nations Mission in Liberia

Lisa Buttenheim, Special Representative of the Secretary-General and Head of the United Nations Peacekeeping Force in Cyprus

Mbaranga Gasarabwe, Deputy Special Representative of the Secretary-General for Mali

Kim Won-soo, Under-Secretary-General and Acting High Representative for Disarmament Affairs

* The present circular supersedes ST/IC/2013/33 dated 4 November 2013 and will be in effect from 11 September 2015 until further notice.

15-15574 (E) 170915

Please recycle

Edmond Mulet, Assistant Secretary-General for Peacekeeping Operations

Raisedon Zenenga, Deputy Special Representative of the Secretary-General for Somalia

Ex officio:

Miguel de Serpa Soares, Under-Secretary-General for Legal Affairs, Legal Counsel

Secretary:

Carole Wamuyu Wainaina, Assistant Secretary-General for Human Resources Management

United Nations ST/IC/2015/21

Secretariat

24 September 2015

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Exceptional extension of the membership of the New York General Service Classification Appeals Committee**

1. The purpose of the present circular is to inform the staff that the membership of the New York General Service Classification Appeals Committee established under circular ST/IC/2013/21 has, exceptionally, been extended and is as follows:

Chair: Maha El-Bahrawi

Members representing the Administration:
Adrienne Palacios
Teddy Keya

Members representing the staff:
Ronald Critchlow
Alicia Lovell-Squires

Secretary: Elza Maharramova

2. In addition, Dixon Ondieki has been designated Alternate Secretary of the Committee.

3. The terms of reference of the Committee are set out in section 7 of administrative instruction ST/AI/1998/9 and Corr.1.

* The present circular will be in effect until further notice.

15-16221 (E) 290915

Please recycle

United Nations ST/IC/2015/22

Secretariat

22 September 2015

Information circular*

To: Members of the staff

From: The Under-Secretary-General for Management

Subject: **Practice of the Secretary-General in disciplinary matters and cases of criminal behaviour, 1 July 2014 to 30 June 2015**

1. The purpose of the present circular[1] is to continue to inform staff members of the practice of the Secretary-General in exercising his authority in disciplinary matters under article X of the Staff Regulations of the United Nations, and to implement paragraph 17 of resolution 59/287, in which the General Assembly requested the Secretary-General to ensure that all staff of the Organization are informed of the most common examples of misconduct and/or criminal behaviour and their disciplinary consequences, including any legal action, with due regard for the protection of the privacy of the staff members concerned. Reference is also made to section 6.6 of the ST/SGB/2008/5 (Prohibition of discrimination, harassment, including sexual harassment and abuse of authority) and the requirement to provide information regarding disciplinary cases regarding prohibited conduct as defined in ST/SGB/2008/5. This circular covers the period from 1 July 2014 to 30 June 2015.

2. A broad overview of the administrative machinery in disciplinary matters is provided in section I below. Section II contains a summary of the cases in which one or more disciplinary measures were imposed by the Secretary-General on Secretariat staff members during the reporting period. Section III provides information on the practice of the Secretary-General in cases of possible criminal behaviour.

* The present circular is in effect until further notice.

[1] Previous circulars covering the period from January 2000 to June 2014 were issued as ST/IC/2002/25, ST/IC/2004/28, ST/IC/2005/51, ST/IC/2006/48, ST/IC/2007/47, ST/IC/2008/41, ST/IC/2009/30, ST/IC/2010/26, ST/IC/2011/20, ST/IC/2012/19, ST/IC/2013/29 and ST/IC/2014/26.

15-16130 (E) 290915

Please recycle

I. Overview of the administrative machinery with respect to disciplinary matters

A. Legislative framework governing the conduct of staff members

3. Article 101, paragraph 3, of the Charter of the United Nations states that the "paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity".

4. Article I of the Staff Regulations and chapter I of the Staff Rules, both entitled "Duties, obligations and privileges", set out the basic values expected of international civil servants because of their status, as well as particular manifestations of such basic values. Particular reference is made to staff regulation 1.2 and staff rule 1.2 for specific instances of expected and prohibited conduct.

B. Misconduct

5. Staff regulation 10.1 (a) provides that "the Secretary-General may impose disciplinary measures on staff members who engage in misconduct". Staff rule 10.1 (a) provides that the "failure by a staff member to comply with his or her obligations under the Charter of the United Nations, the Staff Regulations and Staff Rules or other relevant administrative issuances or to observe the standards of conduct expected of an international civil servant may amount to misconduct and may lead to the institution of a disciplinary process and the imposition of disciplinary measures for misconduct". Additionally, staff rule 10.1 (c) provides that "the decision to launch an investigation into allegations of misconduct, to institute a disciplinary process and to impose a disciplinary measure shall be within the discretionary authority of the Secretary-General or officials with delegated authority". Within those parameters, the Secretary-General has broad discretion in determining what constitutes misconduct and in imposing disciplinary measures. The administrative instruction on revised disciplinary measures and procedures (ST/AI/371 and Amend.1) provides further examples of conduct for which disciplinary measures may be imposed. A new administrative instruction on investigations and the disciplinary process continues to be under preparation and remains the subject of ongoing discussion and consultation among management and other stakeholders.

C. Procedural fairness

6. Where the head of office or other responsible officer believes, following an investigation, that misconduct may have occurred, he or she refers the matter to the Assistant Secretary-General for Human Resources Management for a decision on whether to pursue the matter as a disciplinary case. Depending on the subject matter and complexity of the report of misconduct, the investigation may have been undertaken by the head of office or his or her designees, or by the Office of Internal Oversight Services, at its own initiative or at the request of a head of office.

7. If the Assistant Secretary-General for Human Resources Management decides to pursue the matter as a disciplinary case, the staff member is notified in writing of

the allegations of misconduct and is informed of his or her opportunity to comment on the allegations and of the right to seek the assistance of counsel in his or her defence through the Office of Staff Legal Assistance or from outside counsel at his or her own expense. The staff member is given a reasonable opportunity to respond to the allegations of misconduct. In the light of the comments provided by the staff member, the Assistant Secretary-General for Human Resources Management decides whether to close the case, with or without administrative action, or to recommend the imposition of one or more disciplinary measures. In the latter case, the Under-Secretary-General for Management decides whether to impose one or more of the disciplinary measures provided for in staff rule 10.2 (a).

8. Staff rule 10.4 (a) provides that, at any time pending an investigation until the completion of the disciplinary process, a staff member may be placed on administrative leave by the appropriate official.

9. In accordance with staff rule 10.3 (c), a staff member against whom a disciplinary measure has been imposed may submit an application to the Dispute Tribunal challenging the imposition of the measure in accordance with chapter XI of the Staff Rules.

D. Disciplinary measures

10. Staff rule 10.2 (a) provides that disciplinary measures may take one or more of the following forms (i.e., more than one measure may be imposed in each case):

(a) Written censure;

(b) Loss of one or more steps in grade;

(c) Deferment, for a specified period, of eligibility for salary increment;

(d) Suspension without pay for a specified period;

(e) Fine;

(f) Deferment, for a specified period, of eligibility for consideration for promotion;

(g) Demotion, with deferment, for a specified period, of eligibility for consideration for promotion;

(h) Separation from service, with notice or compensation in lieu of notice, and with or without termination indemnity;

(i) Dismissal.

11. In determining the appropriate measure, each case is decided on its own merits, taking into account the particulars of the case, including aggravating and mitigating circumstances. Additionally, in accordance with staff rule 10.3 (b), disciplinary measures imposed must be proportionate to the nature and gravity of the misconduct involved.

E. Other measures

12. Written or oral reprimands, recovery of moneys owed to the Organization and administrative leave with or without pay are not considered disciplinary measures. Reprimands, such as warnings or letters of caution, are administrative and/or managerial measures that are important for upholding standards of proper conduct and promoting accountability. In addition, where conduct that may amount to misconduct has an impact on performance, the issue may be addressed in the context of performance management. This may include training, counselling, the withholding of salary increments, the non-renewal of a contract or the termination of an appointment.

II. Summary of cases in which disciplinary measures were imposed during the period from 1 July 2014 to 30 June 2015

13. For each case that led to the imposition of one or more disciplinary measures, a summary is provided below indicating the nature of the misconduct and the disciplinary measure or measures imposed by the Under-Secretary-General for Management. The functional title of the staff members or other particulars relating thereto are provided only when they played a role as aggravating or mitigating circumstances in determining the measures to be taken. Conduct issues that were dealt with by means other than disciplinary measures are not listed.

14. As noted above, both aggravating and mitigating factors are taken into account in determining a sanction, and these vary according to the unique facts and circumstances of a case. Examples of possible aggravating factors are the repetition of acts of misconduct, the intent to derive personal benefit and the degree of harm resulting from the misconduct. Examples of possible mitigating factors are sincere remorse, a staff member's personal circumstances and voluntary disclosure of the acts of misconduct.

15. Not every case brought to the attention of the Secretary-General results in disciplinary or other measures being taken. When a review by the Office of Human Resources Management reveals that there is insufficient evidence to pursue a matter as a disciplinary case, or when a staff member provides a satisfactory explanation in response to the formal allegations of misconduct, the case is closed. Cases may also be closed when a staff member retires or otherwise separates from the Organization before an investigation or the disciplinary process is concluded, as the Secretary-General does not have the authority to impose disciplinary measures on former staff members. In such cases, a record is made and placed in the former staff member's official status file so that the matter can be further considered if and when the staff member rejoins the Organization.

A. Abuse of authority, harassment and discrimination

16. A staff member in a senior position harassed a subordinate, improperly favoured another staff member and created a hostile working environment.

Disposition: demotion with deferment, for a period of three years, of eligibility for promotion.

B. Theft and misappropriation

17. A staff member stole money from the wallet of another staff member. The mitigating circumstance of the staff member's admission and apology was considered, but reduced by the fact that, having been caught in the act, the staff member had little alternative but to admit the conduct. The fact that the act targeted a close colleague and breached the heightened relationship of trust between staff members who worked closely together was considered an aggravating factor.

Disposition: dismissal.

18. A staff member, while performing security and screening functions at an airport, took, without authorization, $2,200 from the luggage of a passenger travelling on a United Nations flight. There were mitigating circumstances, including the staff member's voluntary repayment of the money taken, and certain procedural irregularities. The fact that the staff member violated the position of trust as a security official was an aggravating circumstance.

Disposition: separation from service, with compensation in lieu of notice and without termination indemnity.

19. A staff member who was a warehouse assistant attempted to take, without authorization, a ream of paper and approximately 15 plastic seals belonging to the Organization. There were mitigating circumstances, including the time taken to dispose of the case.

Disposition: separation from service, with compensation in lieu of notice and with termination indemnity.

20. A staff member took, without authorization, a drum of petroleum product belonging to the Organization and sold it to a third party. There were mitigating circumstances, including the time taken to dispose of the case and the recovery of the drum of petroleum product.

Disposition: separation from service, with compensation in lieu of notice and without termination indemnity.

21. Two staff members were involved with the unauthorized removal and sale of tyres belonging to the Organization. The loss to the Organization attributable to these staff members could not be quantified.

Disposition: separations from service, with compensation in lieu of notice and without termination indemnities.

22. A staff member took, without authorization, a vehicle belonging to the Organization. The vehicle was recovered.

Disposition: separation from service, with compensation in lieu of notice and without termination indemnity.

23. A staff member took, without authorization, fuel belonging to the Organization. The fact that the staff member exercised the functions of a driver and therefore had a heightened duty of care towards the Organization's assets that related to the staff member's duties was considered as an aggravating factor. The specific amount of fuel taken by the staff member could not be ascertained.

Disposition: dismissal.

24. A staff member took, without authorization, fuel belonging to the Organization. Aggravating factors were present, including the staff member's functions as a driver. The specific amount of fuel taken by the staff member could not be ascertained.

Disposition: dismissal.

25. A staff member falsified documents relating to the volume of fuel dispensed and sold fuel belonging to the Organization, without authorization. The specific amount of fuel taken by the staff member could not be ascertained.

Disposition: separation from service, with compensation in lieu of notice and without termination indemnity.

26. A staff member who was a warehouse assistant improperly created and used a document that purportedly authorized the staff member to move barbed wire belonging to the Organization from United Nations premises, when, in fact, no such authorization had been granted. Aggravating factors were present, including that the staff member's functions related to managing inventory. The staff member was required to repay the Organization the value of the materials removed.

Disposition: separation from service, with compensation in lieu of notice and without termination indemnity.

27. A staff member improperly instructed an individual contractor who was working under the staff member's supervision to destroy property belonging to the Organization. Mitigating circumstances were present, including the time taken to dispose of the case. Aggravating circumstances included the staff member involving and falsely implicating a subordinate in the wrongdoing. No property was removed from the Organization's premises.

Disposition: separation from service, with compensation in lieu of notice and without termination indemnity.

28. A staff member improperly altered the labelling on the salary envelopes of several independent contractors and removed cash from the envelopes, all without authorization. The staff member was required to repay the Organization a sum equivalent to the moneys removed.

Disposition: separation from service, with compensation in lieu of notice and without termination indemnity.

29. Three staff members removed from envelopes money that was to be used to pay the wages of individual contractors. There were mitigating circumstances, including the staff members' voluntary return of the moneys taken and the time taken to resolve the case.

Disposition: separations from service, with compensation in lieu of notice and without termination indemnities.

C. Misrepresentation and false certification

30. A staff member repeatedly misrepresented the educational qualifications obtained by the staff member on the personal history profiles submitted by the staff member to the Organization and falsely certified the accuracy of the information in

the context of selection exercises. Mitigating circumstances were present, including long and satisfactory service with the Organization.

Disposition: separation from service, with compensation in lieu of notice and with termination indemnity.

31. A staff member misrepresented the staff member's educational qualifications on the staff member's P.11 form, falsely certified the accuracy of the information and submitted a false diploma to the Organization in the context of a selection exercise. Mitigating circumstances were present, including long and satisfactory service with the Organization.

Disposition: separation from service, with compensation in lieu of notice and with termination indemnity.

32. A staff member made material omissions in multiple personal history profiles concerning the staff member's history of arrest and conviction. The staff member also failed to notify the Secretary-General that the staff member had been summoned before a court in a criminal proceeding and that the staff member had been criminally convicted. Mitigating circumstances were present, including long and satisfactory service of the staff member with the Organization.

Disposition: separation from service, with compensation in lieu of notice and with termination indemnity.

33. A staff member made a material omission in a personal history profile concerning a history of arrest and conviction. The staff member indicated that the staff member had never been arrested or convicted for the violation of any law despite having been convicted of theft the previous year.

Disposition: separation from service, with compensation in lieu of notice and with termination indemnity.

34. A staff member submitted an education grant claim and documentation that contained false information. The overpayment of $1,912.50 was recovered from the staff member.

Disposition: separation from service, with compensation in lieu of notice and without termination indemnity.

35. A staff member submitted multiple education grant claims and documentation that contained false information, signatures and stamps.

Disposition: dismissal.

36. A staff member submitted leave-related documentation that did not accurately reflect the staff member's absences from a duty station. There were mitigating circumstances, including the time taken to resolve the case and the satisfactory service of the staff member in difficult duty stations.

Disposition: deferment, for a period of one year, of eligibility for consideration for salary increment, and written censure.

D. Misuse of United Nations property or assets

37. A staff member used an official vehicle of the Organization to transport approximately 173 kilograms of marijuana.

Disposition: dismissal.

38. Two staff members each drove a United Nations vehicle without a valid driver's permit and improperly used a driver's permit that had been issued by the Organization to a United Nations Volunteer. The fact that the staff members exercised supervisory functions as security guards was considered an aggravating factor.

Disposition: For each staff member, loss of three steps in grade, with deferment, for a period of one year, of eligibility for salary increment, and written censure, and an administrative measure consisting of the withdrawal for a period of one year of any supervisory duties.

39. A staff member who performed the functions of a supply officer enabled an individual to travel on a United Nations aircraft without proper authorization by providing false information in the documentation pertaining to the travel. There were mitigating circumstances, including the time taken to resolve the case and the staff member's remorse.

Disposition: demotion of one grade, with deferment, for a period of one year, for eligibility for consideration for promotion, and written censure.

40. A staff member knowingly included false information in movement-related documentation prepared on behalf of a friend and approved this documentation in the staff member's official capacity. The staff member also permitted the friend to reside at the staff member's residence without authorization. Mitigating factors were present, including the staff member's remorse and the difficult working conditions at the staff member's duty station. Aggravating factors were present, including the staff member's abuse of trust as a senior official.

Disposition: separation from service, with compensation in lieu of notice and with termination indemnity.

41. A staff member working in movement-related functions at a United Nations air terminal attempted to transport a chainsaw on a United Nations passenger flight on behalf of a colleague without authorization and failed to follow any of the applicable safety and screening procedures when doing so. Aggravating circumstances were present, including the staff member's long service in movement-related functions.

Disposition: separation from service, with compensation in lieu of notice and without termination indemnity.

42. A staff member who had access to confidential code cables by virtue of the staff member's functions improperly obtained confidential code cables and disseminated them to one or more unauthorized recipients. Aggravating factors were present, including the special trust and responsibility resulting from the staff member's functions in communications.

Disposition: dismissal.

E. Misuse of United Nations information and communications technology resources

43. A staff member declared as official, to the Organization, communications made from the staff member's official mobile telephone that were, in fact, private in nature. Recovery of the moneys owed to the Organization was initiated as an administrative measure during the investigation; such action was not contested by the staff member.

Disposition: fine of two months' net base salary and written censure.

44. A staff member declared as official, to the Organization, a large number of communications that were, in fact, private in nature and falsified data relating to telephone charges incurred by other staff members in order to attempt to hide the staff member's actions. Recovery of the moneys owed to the Organization was effected together with the disciplinary measure.

Disposition: separation from service, with compensation in lieu of notice and without termination indemnity.

45. A staff member stored pornographic material on the staff member's United Nations computer and failed to report that another staff member had forwarded pornographic material to the staff member through the Organization's e-mail system.

Disposition: demotion of one grade with deferment, for a period of two years, of eligibility for consideration for promotion.

46. A staff member stored pornographic material, including pornography involving a minor, on the staff member's United Nations computer, distributed other pornographic material through the Organization's e-mail system and failed to report that another staff member had sent the staff member inappropriate material through the Organization's e-mail system.

Disposition: dismissal.

47. A staff member sent, through the Organization's e-mail system, and stored on the staff member's United Nations computer, pornographic material involving a minor and, on other occasions, distributed, through the Organization's e-mail system, other pornographic material.

Disposition: dismissal.

48. A staff member sent, through the Organization's e-mail system, pornographic material involving a minor and, on three other occasions, distributed other pornographic material through the Organization's e-mail system and stored pornographic material on the staff member's United Nations computer.

Disposition: dismissal.

49. A staff member sent, through the Organization's e-mail system, pornographic material, including pornographic material involving a minor, and failed to report that another staff member had sent the staff member inappropriate material though the Organization's e-mail system.

Disposition: dismissal.

F. Unauthorized outside activities

50. A staff member owned and managed an outside concern without obtaining prior authorization from the Secretary-General.

Disposition: loss of a step in grade and deferment, for one year, of eligibility for a salary increment, and written censure.

G. Assault and abusive conduct

51. A staff member used threatening language, including veiled threats, towards another staff member.

Disposition: demotion with deferment, for one year, of eligibility for consideration for promotion.

52. A staff member serving as a security guard physically assaulted and used verbally abusive language towards another staff member. There were mitigating factors, including the staff member's personal circumstances.

Disposition: separation from service, with compensation in lieu of notice and with termination indemnity.

53. A staff member assaulted another staff member with a pool cue. There were mitigating factors, including that the staff member was cooperative during the investigation and made amends to the staff member who was assaulted.

Disposition: separation from service, with compensation in lieu of notice and with termination indemnity.

54. A staff member attempted to attack another staff member with a knife.

Disposition: dismissal.

55. A staff member attempted to physically assault another staff member and verbally abused the same staff member. There were mitigating circumstances, including the staff member's emotional distress arising from work-related matters.

Disposition: loss of four steps in grade and written censure.

56. A staff member who was a security guard physically assaulted and threatened to kill an individual contractor.

Disposition: dismissal.

57. A staff member assaulted another staff member. There were mitigating factors, including the fact that the victim of the assault had directed abusive language towards the staff member.

Disposition: separation from service, with compensation in lieu of notice and with termination indemnity.

58. A staff member physically assaulted another staff member during the course of an argument concerning a work-related dispute. There were mitigating factors, including the staff member's long and satisfactory service with the Organization.

Disposition: separation from service, with compensation in lieu of notice and with termination indemnity.

59. A staff member repeatedly threatened to kill or suggested that the staff member could arrange to kill the Head of Mission.

Disposition: separation from service, with compensation in lieu of notice and without termination indemnity.

60. A staff member drove a tractor in the direction of a prefabricated office in which the staff member's supervisor was working, with the intent of damaging the office and injuring the staff member's supervisor. Mitigating circumstances were present, including long-standing workplace-related issues.

Disposition: separation from service, with compensation in lieu of notice and without termination indemnity.

H. Inappropriate or disruptive behaviour

61. During a staff protest at a peacekeeping mission, a staff member improperly restricted the movement of pedestrians and/or vehicles in and out of the base; intimidated and/or physically assaulted one or more individuals; attacked and/or damaged a United Nations vehicle; and permitted one or more local journalists to enter the mission without authorization.

Disposition: dismissal.

62. During a staff protest at a peacekeeping mission, a staff member disarmed a military officer.

Disposition: dismissal.

63. During a staff protest at a peacekeeping mission, a staff member improperly restricted the movement of pedestrians and/or vehicles in and out of the base and intimidated a security officer, including by attempting to take the security officer's personal property.

Disposition: dismissal.

64. During a staff protest at a peacekeeping mission, a staff member attacked and/or damaged a United Nations vehicle and damaged the property of a staff member of another United Nations entity.

Disposition: separation from service, with compensation in lieu of notice and without termination indemnity.

65. During a staff protest at a peacekeeping mission, a staff member intimidated a security officer.

Disposition: loss of three steps in grade and written censure.

I. Failure to honour private obligations

66. A staff member failed to honour a private legal obligation. Aggravating circumstances were present, including the length of time the obligation had been outstanding.

Disposition: deferment, for a period of one year, of eligibility for consideration for promotion, and written censure. The staff member was also instructed to report regularly on steps taken to meet the staff member's private legal obligation.

67. A staff member failed to honour a private legal obligation. Aggravating circumstances were present, including the length of time the obligation had been outstanding.

Disposition: deferment, for a period of one year, of eligibility for consideration for promotion, and written censure. The staff member was also instructed to report regularly on steps taken to meet the staff member's private legal obligation.

68. A staff member failed to honour a private legal obligation. Aggravating circumstances were present, including the amount of the obligation ($100,000) and the length of time it had been outstanding.

Disposition: deferment, for a period of two years, of eligibility for consideration for promotion, and written censure. The staff member was also instructed to report regularly on steps taken to meet the staff member's private legal obligation.

J. Other

69. A staff member offered to assist one or more persons external to the Organization with securing United Nations employment in exchange for money.

Disposition: separation from service, with compensation in lieu of notice and without termination indemnity.

70. A staff member accepted a benefit from a United Nations vendor in the form of assistance in a personal financial transaction and assisted the vendor in a procurement process. There were mitigating circumstances, including the staff member's lack of training in procurement functions.

Disposition: separation from service, with compensation in lieu of notice and with termination indemnity.

71. A staff member violated numerous requirements regarding movement of personnel in a mission environment, including regarding curfew hours and allowing a non-United Nations person to stay overnight in United Nations accommodation, all without authorization. Aggravating factors were present, including the prior issuance of two letters of reprimand for failure to abide by the standards of conduct expected of an international civil servant.

Disposition: separation from service, with compensation in lieu of notice and with termination indemnity.

72. A staff member engaged in conduct not befitting the status of an international civil servant in connection with the sale of a substance by the staff member.

Disposition: loss of two steps in grade and written censure.

73. A staff member engaged in conduct not befitting the status of an international civil servant in connection with a selection exercise.

Disposition: fine of one month's net base salary and written censure.

74. A staff member carried a private firearm aboard a United Nations shuttle bus and into United Nations offices. The fact that the staff member secured the firearm in a location that was normally used to secure the firearms of visitors to the mission premises operated as a mitigating factor.

Disposition: written censure.

75. A staff member entered into an agreement with a company that entitled the staff member to receive a commission in connection with a commercial project intended to benefit staff. There were mitigating factors, including that the project did not proceed and the involvement of staff union issues.

Disposition: written censure.

III. Possible criminal behaviour

76. In its resolution 59/287, the General Assembly requested the Secretary-General to take action expeditiously in cases of proven misconduct and/or criminal behaviour and to inform Member States about the actions taken. During the reporting period, eight cases involving credible allegations of criminal conduct by United Nations officials or experts on mission were referred to Member States.